

**Posted:** October 12, 2021



## POSITION ANNOUNCEMENT

**TITLE:** DEPARTMENT SPECIALIST

**DEPT:** MROI & LANGMUIR LABORATORY

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$14.50

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH:** October 21, 2021\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### **JOB DUTIES:**

General office/ secretarial duties; answer phones, take messages, send and respond to email all in a timely manner. Check and distribute mail, schedule and set up meetings (in person, zoom, etc.), workshops. Complete travel requests and reimbursements, as well as non-employee travel which includes accommodations (airline, hotel, rental car, etc.) for employees and visitors as needed. Maintain office records, orders and distributes supplies. Equipment, creates HR (ePAFs, Requisitions, etc.) and Purchasing (Requisitions, POs, etc.), Accounts Payable (DPs, etc.) monitors and reconciles purchase card/gas car expenditures, creates monthly reports, and other duties as assigned.

### **REQUIRED QUALIFICATIONS:**

Read and comprehend instruction, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Formal diploma/ certificate/ degree program of 6-18 months after high school. Associates degree desired. 5-7 years progressive experience required. Software application requirements to include Microsoft and Office equipment required.

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place Brown Hall Box 195, Socorro, NM 87801